



# *City of Fayetteville*

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[www.fayetteville-ga.gov](http://www.fayetteville-ga.gov)



MAYOR  
Gregory C. Clifton

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Mayor Pro Tem  
Mickey Edwards  
Paul C. Oddo, Jr.,  
Scott Stacy  
James B. Williams

CITY MANAGER  
Ray Gibson

CITY CLERK  
Anne Barksdale

September 21, 2015

**TO:** Honorable Mayor and City Council

**FROM:** Ray Gibson, AICP, City Manager

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: September 14<sup>th</sup> through September 20<sup>th</sup>

## **CITY ADMINISTRATION**

- Attended a meeting with Police Chief Scott Pitts, Police Major Jeff McMullan, and Finance and Administrative Services Director Mike Bush to discuss the Police Department purchase of vehicles as well as their existing fleet.
- Completed the Meals on Wheels route with Alan Jones and Kelvin Joiner.
- Held a meeting with developers Walter Rabern and Doug Cotter to go over some mixed-use conceptual plans for property located to the east and west of Ellis Road.
- Attended an organizational meeting with the "Uniting for a Cleaner Fayetteville" leadership team on the evening of Tuesday, September 15<sup>th</sup>.
- Finalized the Community Assets and Challenges Assessment paperwork for the City's Economic Development Plan/Strategy.
- Attended a financial training class at Georgia State University on September 16<sup>th</sup> and 17<sup>th</sup>.
- Attended the Regularly Scheduled City Council Meeting on Thursday, September 17<sup>th</sup> at 7:00 PM.
- Sent out RSVP notifications for the Veterans Memorial Rededication to take place on September 26<sup>th</sup> at 9:00 AM.
- Completed a notice of termination letter for Marsh & McLennan, the City's health brokerage services provider. The notice meets the 90 day requirement as outlined in the current agreement as the City will be issuing an RFP in early October.
- City Clerk Anne Barksdale and Deputy City Clerk Valerie Glass attended City Clerk training at the Carl Vinson Institute of Government located in Athens, Georgia September 14<sup>th</sup> through 16<sup>th</sup>.
- City Clerk Anne Barksdale, Deputy Clerk Valerie Glass, and Human Resources Manager Barbara Dudley attended a meeting at Georgia Archives in Morrow, Georgia.

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- Reviewed additional information from New World Systems
- Working on Fixed Assets and other documents for Audit
- Worked on creating the Budget Book for compliance with GFOA guidelines

### **Accounts Payable**

- Keyed payment data for 89 invoices and processed payments to 58 vendors
- Prepared 65 current week checks for pick up/ mailing
- Reviewed current incoming invoices and receivables

### **Occupational Tax**

- Received seven (7) new business applications
- Issued six (9) new business licenses
- Collected \$750 for 2015 delinquent and new licenses
- Collected \$0 from the Hotel/Motel Tax
- Collected \$13,534.32 from the Alcohol Beverage Sales
- Collected \$512.83 from the Beer, Wine & Liquor Tax
- Entered payments into the A/S 400 System
- Submitted the financial post, edit and balance reports

### **Payroll**

- No payroll this week

### **Utility Billing**

- Assessed late fees to delinquent accounts
- Received \$30,079.09 in Sanitation and Stormwater revenues
- Established new Water and Sewer service for eighteen (23) new customers
- Billed out for 1957 customers
- Issued 0 Purchase Orders
- Received \$67,614.67 in Water and Sewer revenues

### **Human Resources**

- EEOC4 Report completion
- Interview PZ/MS Admin (temporary position)
- Training
  - GLGPA Round Table in Canton
  - Records Management at Georgia Archives
- Meeting with Northwestern Mutual
- Department of Labor Hearing Conference call with Chief Pitts
- FMLA paperwork for employee

## **Information Technology**

- GIS Projects
  - Hydrant Maps
    - West Side Updates
    - Villages Fire Routes and Lanes
- Technology Projects
  - AP Documents Scanning
    - Scanning past and current AP documents into Laserfiche
  - New Web Site Project Completed.
- Open Records Request
  - DVD Request of Traffic Stops and Investigations – 4
- Web Site Visits for the Week
  - Total Pages Viewed – 11,411
  - Total Unique Pages - Viewed 8,374 (Excludes Repeated Pages viewed)
  - Average Time Spent on Each Page – 59 seconds
- Top 10 City Web Pages

1.	Official Website of Fayetteville, GA	2,107	18.46%
2.	Jobs - Official Website of Fayetteville, Georgia (Job Listings)	1,075	9.42%
3.	Jobs - Official Website of Fayetteville, Georgia (Information and Applications)	589	5.16%
4.	Events - Official Website of Fayetteville, Georgia	444	3.89%
5.	Police Department - Official Website of Fayetteville, Georgia	312	2.73%
6.	City Departments - Official Website of Fayetteville, Georgia	282	2.47%
7.	Search Results - Official Website of Fayetteville, Georgia	276	2.42%
8.	New On-Line Payments (Invoice Cloud) - Official Website of Fayetteville, Georgia	255	2.23%
9.	I Want To - Official Website of Fayetteville, Georgia	249	2.18%
10.	Municipal Court - Official Website of Fayetteville, Georgia	238	2.09%

## **COMMUNITY & ECONOMIC DEVELOPMENT**

### **Economic Development**

- Conducted extensive site survey and meetings with consultant for Economic Development Plan and Community Assets and Challenges analysis.

### **Planning & Zoning**

- Conducted interviews with Administrative Assistant candidates.
- Reviewed multiple sign applications for compliance.

- Addressed multiple customer/public inquiries for zoning uses.

### **Main Street**

- Held the monthly Main Street and DDA meetings.
- Attended Statewide Manager's Meeting for Main Street directors in Atlanta.
- Held the Lunch on the Lawn event at the Old County Courthouse property.
- Reviewed the design of the Gateway Sign civic logos.
- Event preparation for: Christmas Parade, Craft Beer fest, Golf Tournament, and Pumpkin Festival.
- Prepared for the Camp Southern Ground October 29<sup>th</sup> event at the amphitheater; created and distributed mass email via Constant Contact.

### **DDA**

- Discussed a possible tenant concept at 101 S. Glynn Street.
- Met with muralist to discuss ideas at 101 S. Glynn Street.
- Held a "new porch" ceremony at the Holliday Dorsey Fife (HDF) museum.

### **Building**

- Number of Building Inspections Performed: **39**  
Number of Permits Issued: **25**
  - **1** Residential New SFD
  - **3** Residential Repair/Remodel
  - **3** Commercial Repair/Remodel
  - **1** Demo
  - **6** Electrical
  - **1** Fence
  - **1** Foundation
  - **1** Low Voltage
  - **5** Mechanical
  - **3** Plumbing
- Plans Received: **3**
  - Oz Pizza (Remodel)
  - Men's Warehouse (Interior Remodel)
  - (South) Kroger (Interior Remodel)
- Training / Certification Updates:
  - Miguel Pabon and Greg Taliercio are now Certified Stormwater Inspectors.

## **PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)**

### **Public Works**

- Mowed grass and cleaned ROW areas throughout the City as follows:
  - Gingercake Road, Brandywine Blvd, Yorktown Drive
  - Highway 54 West

- Holiday House
- Fountain @ the Villages
- Highway 85 North Sidewalk
- Habersham Park
- Pye Lake, City Lakes, Amphitheater
- City Hall, Police Department
- Church Street Park, Dickson Spring Park
- Cleaned City Hall and the Police Department.
- Set up and clean-up for the Lunch on the Lawn Event.

### **Sewage Department**

- Average daily flow treated is 2.09 million gallons per day.
- Performed weekly maintenance at our 27 lift stations.
- Pulled the pump at Walmart Lift Station to unstop impeller.
- Repaired the Public Works tractor.

### **Stormwater**

- Repaired Catch Basin in Grove Park Subdivision.

### **Water Department**

- Average daily flow of 1.175 of system demand.
- Completed meter readings for Cycle 5.
- Repaired 6 water leaks throughout the system.
- Repaired 5 meter radio units that have failed.
- Installed one new meter.
- Pulled one meter and sent it off for testing per the customer's request.

### **Utility Locates**

- Located water and sewer for 34 locate tickets.

## **POLICE DEPARTMENT**

**Among the numerous calls for service the Patrol Division handles; these are some of the highlights:**

- Stolen Vehicle Recovered: 275 Industrial Way. The vehicle was stolen out of Atlanta.
- Entering Automobiles: 175 and 190 South Shore Terrance. Miscellaneous items were taken from vehicles.
- Burglary: 140 Pelham Ct. Forced entry through upstairs door.
- Stolen Vehicle Recovered: 125 Pavilion Pkwy (Wal-Mart). The vehicle was reported stolen in Clayton County.
- Entering Automobile: Piedmont Fayette Hospital. Entry was not made and there was damage to the door handle.
- Criminal Trespass: 205 Lafayette Ave. Male subject was involved in a private property accident. Through GCIC he was a listed sexual offender. He was a voluntary helper for the field construction at the FCHS Stadium. The school issued a criminal trespass warning and his probation officer was notified.

- Theft: 450 N Glynn St. (BP station). Male was using a device to hold and pull money from the slot machines after receiving credit on the machine.
- Burglary: 160 A Hunters Lane. The victim reported that a subject she knew broke into her residence and stole oxycodone pills.
- Criminal Damage: Smoothie King. Unknown subjects damaged the back door trying to break in but left the area prior to making entry.
- Numerous arrests for shoplifting at Wal-Mart, Kohl's, Publix and JC Penny during the week.
- Numerous traffic accidents. No injuries reported.
- Numerous traffic related arrests for DUI, driving on suspended license, and possession of Narcotics.

### **Training Division**

- Three Officers attended training classes at GPSTC.
- Processed 16 training request for training at GPSTC, Fulton County Academy and Griffin PD.
- Officers Hernandez and Forrester were taken to GPSTC for their Academy Uniforms.

### **Criminal Investigations**

- Detectives investigated numerous incidents for the week including a reported rape at Fayette Piedmont Hospital which through investigation it was discovered the rape occurred in the city limits of Atlanta.
- Detectives were able to interview the two offenders from the shots fired call from Saturday, September 5, 2015 and were able to secure warrants for two arrests in this case.
- Detectives also obtained warrants on the resident from the shooting at Windridge Drive. This warrant was for obstruction and the Fayette County Tactical Narcotics Team also took warrants for drug violations.
- Detectives were called out on two burglaries throughout the week and there were several entering auto reports this weekend in the Heritage Lake Subdivision.
- Detectives assisted with the 4th annual Bank Emergency Response Seminar. This event was held to ensure that Fayetteville Police, Fayette County Communications, and banking institutions are all up to date on the process of response to bank alarms, hold-ups, and the communication that takes place.

### **Weekly Statistics**

- Investigations assigned **8** cases this week.
- Investigations cleared **12** cases this week.
- **2** Call outs for crime scene investigators this week.
- **1** Call out for crime scene investigators this week.

### **Office of Professional Standards**

- This week, the Office of Professional Standards conducted two community service events. On Wednesday, September 16, 2015, I spoke to approximately 20 members of the Dickson Springs Homeowners Association about home and personal safety and I gave a brief introduction to the Neighborhood Watch Program.

- On Thursday, September 17, 2015, we held the 4<sup>th</sup> annual Bank Emergency Response Seminar. This event was implemented 5 years ago in an attempt to increase and encourage better communication between banking institutions, E-911 and police officers during emergency calls at banks. The event was attended by numerous bank officials, local law enforcement and a special agent from the FBI. The Fayetteville Police Department is still the only metropolitan Atlanta police agency that conducts this type of event.

### **Projects**

- Body Camera proposal remains in the draft stages, awaiting updated price quotes.
- The new GCIC TAC employee is being trained.
- The Department is in the selection/hiring process for a permanent Records Clerk.

## **FIRE DEPARTMENT**

### **Operations**

- Incidents: Units responded to 56 emergency calls for service during the week.
- Training: Volunteer FF Quynh Hervey completed week 3 of Georgia Basic FF Training Course.
- Volunteer: The September 14<sup>th</sup> volunteer meeting was held and Volunteer Assistant Chief Schaapman and Volunteer Captain Hindman reviewed the volunteer applications that were received.

### **Projects**

- During the week, fire personnel continued to work on the Station 91 kitchen area to repair and replace cabinets damaged by rodents. This project is expected to be completed by the end of the month.
- Personnel obtained proposals for the painting of the fire bay at Station 91.
- Apparatus committee members worked on equipment purchases for the new apparatus. Extrication equipment has been ordered and staff is obtaining quotes for Self-Contained Breathing Apparatus purchase.
- The department has two current vacancies. One final offer of employment was made and one conditional offer was made during the week to bring the Department back to full staffing.
- Personnel evaluated potential fire lane designations and curb modifications for the Villages at LaFayette Park subdivision. These changes would be designated as part of a proposed development agreement amendment.